

How to Host a Federation Meeting

1. Verify the time and date of the meeting with the Federation Coordinator
2. Arrange for lunch and snacks (check with Federation Coordinator regarding reimbursement)
3. Check with Federation Coordinator regarding any equipment or supplies needed for meeting.
4. Arrange for any technology needs for presentations or members
5. Be sure to announce this as a public meeting and post the agenda where you normally post the announcement for your board meetings.